

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



June 5, 2000

COUNTY FISCAL LETTER (CFL) NO. 99/00-64

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY AUDITOR CONTROLLERS  
COUNTY PROBATION OFFICERS

SUBJECT: REVISED CLAIMING POLICY –STAFF DEVELOPMENT INDUCTION  
TRAINING – COUNTY EXPENSE CLAIM (CEC)

REFERENCE: All-County Letter (ACL) No. 88-163, dated December 28, 1988

This letter provides revised claiming policy and instructions for induction training costs. Initial/induction training is provided within 90 days of employment to employees who are newly hired, transferred or promoted to other social services positions. It is an intensive task-oriented program designed to prepare employees in assuming their new responsibilities.

Current policy requires that, in order to claim costs of induction training as staff development, the training must have been provided over at least five consecutive days (ACL No. 88-163). A review of applicable State and federal laws and regulations indicates that flexibility exists within these rules to remove the consecutive day requirement. Therefore, effective with the March 2000 quarter, counties may claim costs of induction training as staff development regardless of whether they were incurred over five consecutive or five non-consecutive days. This change will allow counties the option to offer training in two or three day modules where preferable.

All other criteria for staff development as specified in State Regulations Division 14, Code of Federal Regulations Part 45, State Plan, and related ACLs and CFLs remain unchanged. Cost should be claimed to the appropriate staff development CEC code.

If you have any questions regarding the information or instructions provided in this CFL, please contact your Fiscal Policy Bureau county analyst at (916) 657-3440.

***Original Document Signed By  
Jarvio A. Grevious On June 5, 2000***

JARVIO A. GREVIOUS  
Deputy Director  
Administration

c: CWDA